



SUPPLY CO-ORDINATOR

Based in our Mackay office and reporting to the Senior Accountant, the Supply Co-ordinator is accountable for the procurement of materials, parts, supplies and equipment through the implementation of purchasing strategy plans and the management of the supplier relationship.

Additionally the incumbent will effectively co-ordinate and control all materials, plant, equipment and consumables required for the site specific projects, in accordance with Company policies and procedures and the Vision, Mission and Values.

Requirements

To be successful in this role, you will have a proven track record of demonstrating a personal capacity and consistency when operating to strict deadlines and time constraints or in opposition / conflict situations. You will also have a flexible approach to working hours and acceptance of change.

Competencies

Essential:

- Demonstrated experience in logistics and purchasing activity within the construction, maintenance and / or manufacturing industries
- Previous experience in leading a small Team
- Effective interpersonal skills, particularly communication and customer relations
- Effective time management, planning and organisation skills
- Proficient with relevant IT applications, particularly Microsoft Office and ERP Systems (e.g. TechOne, SAP, JD Edwards, etc.)
- Knowledge of relevant legislation e.g. Workplace Health & Safety, Environment and Transport in respect to the purchase and transport of goods
- Accreditation for various load shifting equipment

Desirable :

- At least 2 years experience in a similar role
- Formal qualification in a related discipline
- Relevant professional membership

About Us

TEAM Engineering Services is a Mackay based rapidly growing company that provides heavy engineering, project management and fabrication services to Tier 1 customers in the mining, minerals processing, port facilities and bulk materials handling industries. We have built an outstanding reputation by delivering high quality, innovative solutions quickly, safely and cost effectively. TEAM is founded on openness, teamwork and delivering results and we understand our competitive edge is our people.

Please send a resume with current references
to applications@teameng.com.au or visit our website at www.teameng.com.au.

CLOSING DATE FOR APPLICATIONS IS FRIDAY 20 JANUARY 2012

For any queries please contact HR on
Ph.: (07) 4968 2000 or 1800 TEAM ENG
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